

Housing & Community Development Director



Job Code: 1592
Grade: 135
Reports to: Director of Finance & Administration
Salary Range: \$68,835 - \$107,201
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs highly responsible administrative work directing and coordinating the functions of housing and community development grant programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for planning, directing, and coordinating the development and compliance of all grant funding. Tasks include continuously researching award programs, assessing requirements of the award, and notifying appropriate City departments of the award program. At the direction of the supervisor, the employee may provide direct technical assistance to another department or agencies applying for an award. Work requires coordination with fiscal and operational staff of departments or other agencies to develop reports on the fiscal status of grant programs. Work is performed under general supervision with considerable independent judgment and independence and is reviewed through observation of results obtained through conferences and periodic reports or evaluations.

ESSENTIAL FUNCTIONS

Developing grant applications and administration of grants awarded; coordinating all City grant requests; writing grant applications; maintaining records and files; preparing reports; advising boards, commissions, committees, and elected officials.

EXAMPLES OF WORK

- Develops, implements, and administers grant programs.
- Seeks, organizes, and maintains information regarding grant funding sources.
- Interprets Federal and State regulations and guidelines on programmatic and administrative matters pertaining to grant programs.
- Reviews grant programs developed by other departments and agencies.
- Analyzes and recommends grant-funding alternatives where appropriate.
- Develops recommendations for future grant funding based upon program review and analysis.
- Establishes and maintains systems for contract monitoring, bid specification review, grant preparation and contract writing pertaining to grants.
- Assists, advises, and directs staff in review of applications, proposals, and issues.
- Gathers, assimilates, interprets, and analyzes a variety of data and information pertaining to current activities.
- Prepares policy papers and reports for commissions, boards, committees, and elected officials.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of City goals, objectives, policy and direction, and ability to apply it to operational policies and procedures; ability to address service responsibilities to City departments and agencies and work within established guidelines and policy; knowledge of fiscal and budgetary principles; knowledge of the differences between operating and capital fund budget requirements and administration; ability to apply principles and practices of sound business management in a public organization; ability to administer ethical personnel and fiscal policies; knowledge of Community Development Block Grant Program regulations, State Housing Incentive Partnership Program, other related federal grant programs, the Internal Revenue Code related to private activity bonds, and state and federal laws relating to mortgage revenue bonds for single and multifamily bonds;

knowledge of real estate development and practices, housing market assessments and studies; ability to determine the direction and focus of organization; ability to lead individual work units toward maximum utilization of resources; skill in public speaking, to make effective presentations to a variety of audiences; ability to meet and deal tactfully and effectively with the general public, and to express oneself clearly in writing and orally; ability to select, lead, motivate, and evaluate work of professional, technical, and administrative personnel; ability to establish and maintain effective working relationships with City officials, advisory boards, employees, and the general public; ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Urban Studies, Urban & Regional Planning, or related field. Five (5) to seven (7) years of progressively knowledgeable and responsible experience in organized public or private sector programs involving community development and housing initiatives, including responsibility for grants applications and administration of grant awards; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires balancing, standing, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.